

REQUIREMENTS AND PROCEDURES FOR CAREER EDUCATION BUSINESS PROGRAMS

Overview

The Missouri State Plan for Career Education makes provisions for approved secondary, postsecondary, and adult career education business classes. Districts that seek program approval for career education business classes must prepare and submit an Application for Approval of Career Education Program between September 1 and May 1 prior to the fiscal year in which the class(es) will start. This application should be submitted to the Business Education Section of the Department of Elementary and Secondary Education.

Approved Career Education Business Education Program

With the start of the 2006-07 school year, Business Education will become an approved Career Education program. For those school districts that currently have Career Education Business Education courses approved they will be able to report all Business Education courses (except Keyboarding, Introduction to Business, and Business Math) as Career Business Education.

High Schools: In comprehensive high schools, Business Technology (CIP Code 52.0407), and Network Administration (CIP Code 11.0901) may be offered for one or two periods a day. Local districts have the flexibility of offering one period for eleventh grade students and an additional period for twelfth grade students, or one or two periods in one year for both eleventh and twelfth grade students. **One preparatory unit of business instruction is required of students enrolled in a career education Business Technology course.**

In addition, a Supervised Business Experience (SBE) program (CIP Code 52.0499) may be available for students. Students enrolled in the supervised business experience program should be currently enrolled in business technology or in the second year of network administration. Students work in a training station where a variety of jobs related to business training is performed.

Guidelines and procedures can be found in the SBE Handbook at http://www.dese.mo.gov/divcareered/biz_supervised_business_experience.htm.

Area Career Centers: The career center may choose to offer classes in a one-period, two-period, or three-period block of time, depending upon the needs of the sending schools. **One preparatory unit of business instruction is required of students enrolled in a career education Business Technology class.**

Competencies for the above business education may be found at: http://dese.mo.gov/divcareered/biz_be_competencies.htm

Postsecondary Institutions. Business courses that have been approved by the Coordinating Board of Higher Education and lead to a one or two-year certificate or associate degree may receive career education business funding.

Adult Program Offerings. A portion of an adult education instructor's salary may be reimbursed through career education business funds. Application is made by submitting a FV-1 for Adult and Postsecondary Salary Budget For Career Education Programs (<http://dese.mo.gov/divcareered/forms.htm>) for the courses offered each semester. Each course listed on an FV-1 for which a school is requesting reimbursement must submit appropriate information as outlined in the Guide for Submitting Applications for Short-Term Adult Vocational-Technical Education Programs found on page 36 of this section. This application will be retained on file with the business section and will not need to be submitted each time an FV-1 is submitted unless substantial changes in the course are made.

Application for Career Education Program

Districts that would like to apply for an approved career education program must prepare and submit to the Director of Business Education (DESE) the Application for Approval of Career Education Programs between **September 1 and May 1** prior to the fiscal year in which the program will start. The application may be found at <http://dese.mo.gov/divcareered/forms.htm>.

Program Expansion

Districts that want to expand the number of sections of an approved career education business course should send a letter of notification to the Director of the Business Education before **May 1** prior to the fiscal year in which the expansion will start.

Program Reactivation

The superintendent should contact the Business Education Section director before May 1 to request that a career education program be reactivated. If the program has been inactive more than two years, the Application for Approval of Career Education Programs must be submitted between **September 1 and May 1** prior to the fiscal year in which the program will start.

Equipment Reimbursement

Monies are available on a 50 percent matching basis (50 percent local district reimbursement and 50 percent state reimbursement) to purchase equipment, software, and workstations for business technology and network administration. The number of equipment/workstations approved is based on program enrollment and equipment previously reimbursed within the past three years. A minimum unit price of \$200 is required for reimbursement.

To purchase equipment, an FV-4 Application for Authorization to Purchase Equipment form (<http://www.dese.mo.gov/divcareered/forms.htm#biz>) should be sent to the Business Education Section on or before **July 1** each year. The form will be processed and sent back to the superintendent with approval for purchase. The district has until **March 31** of the following year to purchase the approved items. Once the purchase has been completed, the district should send a FV-2 Reimbursement Request for Approved Career Education Expenditures form (<http://www.dese.mo.gov/divcareered/forms.htm#biz>) to the Business Education Section. Copies of invoices and equipment serial numbers must accompany the FV-2 form. A Recommended Equipment List for career education business programs may be found at <http://www.dese.mo.gov/divcareered/forms.htm#biz>. Sample FV-2s and FV-4s are found on pages 39 and 40 of this section. All equipment purchased for the approved career education program must be located in the career education business classroom.

Equipment Inventory

The Local Educational Agency (LEA) must keep appropriate inventory of all equipment purchased with state and federal funds. Accurate inventory information may be recorded on inventory sheets or in computer files. The inventory information must be available for review and evaluation upon request by a DESE employee.

1. Property records shall be maintained accurately. For each item of equipment, the records shall include:
 - a. A description of the equipment, including manufacturer's model number, if any;
 - b. An identification number, such as the manufacturer's serial number;
 - c. Identification of the grant under which the recipient acquired the equipment;
 - d. The information needed to calculate the federal or state share of the equipment;
 - e. Acquisition date and unit acquisition cost;
 - f. Location, use, and condition of the equipment and the date the information was reported; and
 - g. All pertinent information on the ultimate transfer, replacement, or

Sample Inventory Card/File		
<u>Program Area</u>		<u>Item Name</u>
<u>Room number</u>		<u>Model Number</u>
<u>Purchase Date</u>	<u>Cost</u>	<u>Serial or ID No.</u>
<u>Reimbursement %</u>	<u>Grant Type</u>	
<u>Condition of equipment: (Excellent, good, needs repair, obsolete, missing)</u>		
<u>Condition/Date</u>	<u>Checked by Whom</u>	<u>Disposition Date</u>

disposition of the equipment.

2. A physical inventory of equipment shall be taken every year and the results reconciled with the property records to verify the equipment purchased with state and/or federal funds is located in the career education classroom. Any

differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the differences. Lack of verification of equipment may affect future funding of the program.

3. Lost, stolen, or destroyed equipment items shall be reported to the Business Education Section of DESE. This pertains to items with a unit cost of \$200 or more. In the event that this happens, districts shall complete a Loss of Equipment Purchased With Career Education Funds form that is available on page 42-43 of this section.

Equipment may be replaced after it has been used in the classroom three years (as funds permit). At that time, the equipment becomes the property of the local school district. The career education instructor may submit an FV-4 to request funds to replace the equipment.

A district may not dispose of vocationally funded equipment before the time of three years has expired. If equipment is disposed before the designated time period, the district shall reimburse the state 50% of the current market value of that equipment.

The state office will maintain on file:

1. Reimbursement Request for approved Career Education Expenditures forms (FV-2s) and invoices for a period of five years.
2. Evaluation comments on individual district equipment management procedures
3. A master list of equipment items costing \$200 or more. These are permanent continued-interest items that will remain on record until replaced.

Identification Tags

Identification tags may be assigned by the local district on all career education equipment purchases. The tags may identify that the equipment should be kept in the career education business classroom.

Instructional Management System

One of the important aspects of competency-based career education instruction is the specification of competencies that a student is to achieve. In order to communicate and keep track of a student's progress on competencies, a competency profile is often used. The profile can assist instructors in recording the progress of individual students toward meeting the course competencies. Competency profiles are available for all approved career education business courses and may be obtained by contacting the Instructional Materials Laboratory <https://iml.missouri.edu/imn/> and are available on the DESE Website at http://www.dese.mo.gov/divcareered/biz_be_competencies.htm.

A sample profile card may be found on pages 33-34 of this section. Instructors may want to develop their own computerized instructional management system. All approved career education business programs must have a career education instructional management system.

Vocational-Technical Education Enhancement Grants

In an effort to further enhance the quality of career education in the state of Missouri, the Outstanding Schools Act of 1993 includes provisions for grants to public high schools, career and technical centers, and community colleges solely for the purpose of new programs, curriculum enhancement, equipment, and facilities. Grants are awarded under three conditions:

1. Seventy-five percent of grant funds shall be expended for new or existing occupational career education programs for instructional equipment that addresses demand occupations that have been determined to be in critical shortage. The remaining twenty-five percent may be used for these purposes, as well as for facility improvement without regard for demand occupations.
2. An advisory committee shall be established by each eligible institution prior to a grant award.
3. A detailed budget shall be developed covering all major expenditure categories and itemizing all equipment purchases.

Specific deadlines for grant proposals are stated in the Vocational-Technical Education Enhancement Grant Administrative Planning Guides, available on the web in **December**. The application is due **February 28**. Grant awards will be effective July 1 of each year. The application for the Vocational-Technical Education Enhancement Grant is available at <http://dese.mo.gov/divcareered/grants.htm>.

Carl D. Perkins Vocational and Technical Education Act of 1998 (Perkins III)

The federal Perkins Act sets a new vision of vocational and technical education for the 21st century. The central goals of this new vision are improving student achievement and preparing students for postsecondary education, further learning, and careers. Perkins III focuses the federal investment in vocational and technical education on high-quality programs that:

- integrate academic and vocational education
- promote student attainment of challenging academic and vocational and technical standards
- provide students with strong experience in, and understanding of all aspects of an industry
- addresses the needs of individuals who are members of special populations
- involve parents and employers
- provide strong linkages between secondary and postsecondary education

- develop, improve, and expand the use of technology
- provide professional development for teachers, counselors, and administrators

Every approved career education program has the opportunity to receive an allocation of Perkins funds disseminated by DESE. The district allocation is computed on percentage of vocational students, high number of vocational students, special populations, and geographical location (urban vs. rural). To qualify for a minimum allocation of \$15,000, the district's programs must be of sufficient size, scope, and quality. This is based on providing training opportunities in four career education program areas (Agriculture, Business, Industrial, Health Occupations, Marketing & Cooperative Education, and Family and Consumer Sciences.) A district may join into a consortium arrangement with another district in order to meet the required \$15,000 distribution amount. An application is submitted to DESE outlining how the funds will be used for career education. For additional information on accessing Perkins funds, contact Jean Cole, Director of Special Vocational Services, 573-751-4581.

Name: _____

Business Technology

(1 of 6 pages from Competency Profile found at <http://missouricareereducation.org/curr/businessed1.html>)

Directions:

Evaluate the student by checking the appropriate number or letter to indicate the degree of competency. The rating for each task should reflect **employability readiness** rather than the grades given in class.

Rating Scale:

- 3 Mastered** – can work independently with no supervision
- 2 Requires Supervision** – can perform job completely with limited supervision
- 1 Not Mastered** – requires instruction and close supervision
- N No Exposure** – no experience or knowledge in this area

3	2	1	N	A. Explore Careers in Business	Notes:
				1. Utilize career assessment tools (e.g., student interest survey, aptitude test)	
				2. Analyze various business careers by looking at salary, benefits, job requirements, educational requirements, employment outlook, etc.	
				3. Research career choice	
				4. Prepare a career development plan	
				5. Participate in work experience activities (e.g., job shadowing)	
				Other:	

3	2	1	N	B. Prepare for Employment	Notes:
				1. Research a potential employer	
				2. Prepare a resume	
				3. Compose a letter of application	
				4. Complete a job application	
				5. Prepare a work-sample portfolio	
				6. Differentiate between legal and illegal pre-employment questions	
				7. Participate in an interview for a job	
				8. Compose a follow-up (i.e., thank you) letter	
				9. Compose letters accepting and declining a job offer	
				10. Participate in internship or Supervised Business Experience activities	
				Other:	

3	2	1	N	C. Develop Career Management Strategies	Notes:
				1. Compare and contrast ethical, unethical, legal, and illegal business practices	
				2. Explain the importance of working within organizational structures (i.e., chain of command)	

**Reimbursement Procedures
For Postsecondary and Adult Programs
Effective July 1, 2002**

Postsecondary Career Education Programs (Two & Four-Year Institutions)

- \$120 per credit hour for classes with ten (10) or more students.
- No reimbursement for classes with less than ten (10) students.

To be reimbursed:

- The program/course must be a Department-approved career education education program/course.
- If a program/course or instructor is dropped, a new or expanded program/course or instructor may be added.
- If a program/course is not taught for one-year due to the lack of an instructor, the salary reimbursement dollars will be held. However, if after one-year the program is not taught, it will be dropped and the salary reimbursement dollars will be eliminated. The salary reimbursement dollars have been lost.
- Teachers with ten (10) or more credit hours per semester must meet certification requirements. Teachers with one (1) to nine (9) credit hours are considered adjunct faculty and are not required to meet certification requirements for short-term instruction.
- A maximum of 15 credit hours per semester (first and second) and eight (8) credit hours for summer will be reimbursed per teacher.

Short-Term Adult Programs Less Than 500 Contact Hours

- \$10 per hour for classes with ten (10) or more students.
- No reimbursement for classes with less than ten (10) students.
- No reimbursement for classes with less than one (1) hour of instruction.
- Reimbursement will be based upon the availability of funds per program section.

For additional information about Reimbursement Procedures see:

http://dese.mo.gov/divcareered/salary_reimbursement.htm. All forms are available at <http://dese.mo.gov/divcareered/forms.htm>.

Course Approval

Each course listed on an FV-1 for which a school is requesting reimbursement must submit appropriate information as outlined in the Guide for Submitting Applications for Short-Term Adult Vocational-Technical Education Programs. This application will be retained on file with the appropriate section and will not need to be submitted each time an FV-1 is submitted unless substantial changes in the course are made.

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division of Career Education and Adult Education
P.O. Box 480, Jefferson City, Missouri 65102

**GUIDE FOR SUBMITTING COURSE OUTLINES AND APPLICATIONS FOR SHORT
TERM ADULT/CAREER-TECHNICAL EDUCATION PROGRAMS**

The following outline constitutes the minimum information necessary to review the appropriateness of an application for Short Term Adult Vocational-Technical Education Programs (500 hours of instruction or less). **By course title, prepare and submit a separate proposal for each program to be reviewed.**

Proposals are to be submitted, along with the FV-1, to the appropriate section director on or before October 1 for first semester and February 1 for second semester. An FV-1 may be found at: <http://dese.mo.gov/divcareered/forms.htm>.

- I. **SCHOOL NAME AND ADDRESS:** List the school name and address.
- II. **COURSE TITLE:** Give the official title of the course as it would appear on any official documents such as an FV-1.
- III. **COURSE NUMBER:** Give a course number if appropriate.
- IV. **GENERAL OBJECTIVES:** List the overall objectives of the course including the terminal objectives or the final accomplishment of anyone taking the course.
- V. **DESCRIBE THE TARGET POPULATION:** Describe the target population that the education training program will serve. Also give the anticipated enrollment per section. Examples: Employees of a specific employer; employees of a specific type of industry within the community; members of a trade or labor organization; members of a professional organization; or occupational skills for the general public.
- VI. **DESCRIBE THE NEED FOR THE PROGRAM:** List how it was determined that there is a need for the program. Examples: A survey of employers; requests by an employer; trade organization or labor union; requests from professional organizations; requests from the community; or changes in occupational laws or certification requirements.
- VII. **CONTACT HOURS OF THE PROGRAM:** Give the number of hours required for the course.

SUPERVISED BUSINESS EXPERIENCE PROGRAM

Overview

The Supervised Business Experience (SBE) program is a learning experience which is an extension of the business education classroom. The program provides on-the-job work experience that gives students the opportunity to apply the knowledge and skills they have acquired through classroom instruction. Students have the opportunity to make the connection with “real world” expectations in terms of accuracy of work, production, staying on task, responsibility for work—all the components which are emphasized in the classroom setting. The work experience reinforces the importance of interpersonal skills that gives students a forum to develop positive workplace experiences. The SBE program facilitates the transition from the classroom to the workplace.

SBE is designed for students enrolled in approved advanced career education programs (Business Technology, Accounting II, Network Administration). Students participating in SBE are expected to perform productive work during their off-campus experience and are usually paid for the work experience. Considerations include transportation to and from work and insurance, including liability and workers' compensation.

The program must be well-planned and adequately supervised by school district personnel to ensure the school district's eligibility for state and federal funds and to justify the awarding of credit to participating students. SBE programs may also become an important part of school and district school-to-work programs.

Policies and Procedures

Instructional Program

- To be eligible for off-campus programs, students must
 1. be 16 years old or older
 2. be juniors or seniors in high school (according to local policy)
 3. be enrolled in daily related classroom instruction that is a part of the school district's regular program
 4. have completed one business education course
 5. have maintained at least a 2.0 grade average (out of 4.0)
 6. have satisfactory school attendance and disciplinary records
- Students should be scheduled for a minimum of 10 hours of work per week (preferably 15).
- The career education business in-class instruction and on-the-job training serve jointly to contribute to the student's employability. There must be a close relationship maintained between the career education instruction and

occupational experience. The teacher/coordinator that provides related in-class instruction should also coordinate the students' on-the-job training.

On-the-Job Training

- Each student will be placed in a training station that directly contributes to the development of the competencies necessary for successful employment in his/her chosen occupational field.
- The teacher/coordinator shall receive one hour of release time per 12-15 students for coordination of on-the-job training. In addition, it is recommended that the coordinator shall have an extended employment contract for training station development, training plan negotiation, and placement of students in training stations. A 10-month contract is recommended.
- The teacher/coordinator who provides related in-class instruction should also coordinate the students' on-the-job training.

Teacher/Coordinator Qualifications

Individuals employed to teach in a career education reimbursed SBE program must meet the vocational business certification requirements and complete a course in coordination of cooperative education.

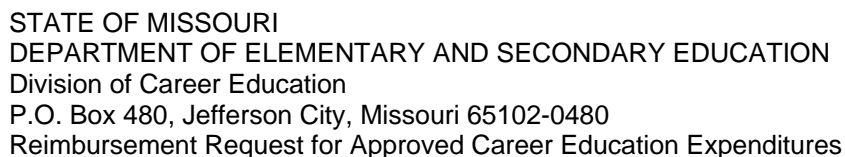
Resources

Information about the Supervised Business Experience Program can be found at http://dese.mo.gov/divcareered/biz_supervised_business_experience.htm. Resources include:

- SBE Handbook with Policies and Procedures and Sample Forms
- DESE Off Campus Credit Granting Policies
- Policies for Credit and Supervised Employment for Approved High School Cooperative Education Programs

Application Process

Submit a letter of your intent to start an SBE program to the Director of Business Education, P. O. Box 480, Jefferson City, MO 65102, between September 1 and May 1 for approval for the following school year.



Fiscal Year Ending:	Vendor Code:	Local Education Agency (LEA):
June 30, <u>xxxx</u>	123-456	Anywhere School District
Program Codes (Program and Type): 02-04		Mailing Address: P.O.Box 20
Description of Program: Business Technology		City and Zip Code: Anytown, MO 20202

[illegible]

\$

<p>CERTIFICATION</p> <p>I hereby certify that the information reported herein is correct to the best of our knowledge and belief.</p> <p style="text-align: right;">Date: _____</p>	<p>Chief Administrator's Signature: _____</p>
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DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Number: 6-920-004

Division of Career Education

FV-4

P.O. Box 480, Jefferson City, Missouri 65102-0480

Application for Authorization of Career Education Expenditures

PLEASE READ INSTRUCTIONS ON REVERSE SIDE.

Fiscal Year Ending: June 30, 200__	Vendor Code: 123-456	Local Education Agency (LEA): Anytown R-I School District	
Program Codes (Program and Type): 02-04		Mailing Address: 999 Somewhere Street	
Description of Program: Business Technology		City and Zip Code: Anytown, Missouri 65111	
Items Submitted For Approval			
Description of Items	Quantity	Estimated Unit Cost	Estimated Total Cost
XXX Computer, Monitor, Hard Drive, Internal Drive, Keyboard, Power Supply, Mouse, Cable, w/CD Rom	10	\$ XXX	\$ XXXX
XXX Printer, Cables	5	XXX	XXXX
Computer Workstations	10	XXX	XXXX
Computer Projection System	1	XXX	XXXX
XXX Transcriber	3	XXX	XXXX
Software	10	XXX	XXXX
Word Processing Package			
Database Package			
Spreadsheet Package			
Graphics Package			
NOTE: All unit costs must be a minimum of \$200.			
Total Estimated Cost			\$XX,XXX

CERTIFICATION

The local education agency hereby requests authorization to expend funds for Career Education as described on this form to be used for instructional programs approved under the provisions of the State Plan for Career Education.

It is understood that the title to equipment and teaching aids is to be vested in the school district with accountability to the Department of Elementary and Secondary Education. No disposition or diversion of use may be made without written Department approval. If such property is sold or no longer used for the purposes requested and approved, the Department of Elementary and Secondary Education is to be credited with its share of the value as determined by the sale price or fair market value.

It is further understood that the LEA will furnish the Department information required for supporting claims for funds, and maintaining financial aid inventory records within the LEA.

Date _____ Signed _____
(Chief Administrator)

FOR STATE OFFICE USE ONLY

County District	School Number	Program Code	Area Code	Year Paid	Year Chg.	Purpose	Expenditure	Reimbursement	State	Federal	Source	Section Code

Program Director
MO 500-01304 (10-96)

State Director of Career Education

Approval Date